

| FACTOR                                   | ESSENTIAL   | DESIRABLE  | MEANS OF ASSESSMENT                           |
|--|---|--|---|
| <b>1 SKILLS, KNOWLEDGE AND APTITUDES</b> | <ul style="list-style-type: none"> <li>♦ Excellent written and oral communication skills</li> <li>♦ Excellent numeracy/literacy skills.</li> <li>♦ Able to persuade, influence and gain co-operation</li> <li>♦ Able to work constructively as part of a team</li> <li>♦ Understanding of classroom roles and responsibilities</li> </ul> | <ul style="list-style-type: none"> <li>♦ Excellent ICT skills and ability to use them effectively to support learning</li> <li>♦ Awareness of relevant legislation relating to child protection</li> <li>♦ Understanding of principles of child development and learning processes</li> <li>♦ Able to use other equipment/technology – video, photocopier</li> <li>♦ Working knowledge of relevant policies and awareness of relevant legislation</li> <li>♦ Working knowledge of national curriculum and other relevant learning programmes/strategies</li> </ul> | Interview<br>Application form<br>References   |
| <b>2 QUALIFICATIONS AND TRAINING</b>     | <ul style="list-style-type: none"> <li>♦ Degree or equivalent qualification or experience</li> </ul>  |  | Application form<br>Certificates<br>Interview |
| <b>3 EXPERIENCE</b>                      | <ul style="list-style-type: none"> <li>♦ Working with children of relevant age in a learning environment</li> <li>♦ Managing pupil behaviour</li> <li>♦ Selecting and preparing resources for use in classroom</li> <li>♦ Supervising pupils, under an agreed system of supervision</li> </ul>  | <ul style="list-style-type: none"> <li>♦ Invigilating internal and external examinations, under supervision</li> <li>♦ Experience in working with teachers</li> </ul>  | Application form<br>Interview<br>References   |

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| <b>4 DISPOSITION</b>          | <ul style="list-style-type: none"> <li>◆ Able to relate well to children and adults</li> <li>◆ Able to work with minimal supervision</li> <li>◆ Able to respond effectively to problems</li> <li>◆ Good team worker with a flexible approach to work</li> <li>◆ Committed to equal opportunities in all school activities</li> <li>◆ Able to work under pressure and meet deadlines</li> <li>◆ Ability to motivate young people</li> </ul> |   | Interview<br>References                     |
| <b>5 SPECIAL REQUIREMENTS</b> | <ul style="list-style-type: none"> <li>◆ No adverse criminal record</li> <li>◆ Willing to take part in out-of-hours school activities</li> </ul>   | <ul style="list-style-type: none"> <li>◆ Full Driving Licence</li> <li>◆ Willingness to be a minibus driver taking the appropriate tests</li> </ul> | Recruitment<br>Monitoring Form<br>Interview |